KEY CHANGES

Council Liaison & Staff Liaison
☐ Create Ideal Candidate statements
□Annual review of application Questionnaires, update as needed
Staff Liaison
□Annual review/update of website (roles and
responsibilities, Ideal Candidate statement, other
information)
Council
□Exec Session to review rankings & applications
□Council can make appointments at a Council
Meeting, or request interviews be scheduled

IMPLEMENTATION

Ideal Candidate statements and website information updated by July 1, 2014.

Pilot change to review rankings and applications in Execution Session or implement immediately.

Council Subcommittee on Board and Commission Application Screening, Interview, and Selection

WORKING
UPDATE
Deletions in
strikeout
Additions in CAPS

The following is a summary of the process used by the Council Subcommittee on Board & Commission Application Screening, Interview, and Selection.

<u>Ge</u>	neral Information
	The subcommittee shall be comprised of the Mayor and Council.
	Three members of the subcommittee shall constitute a quorum.
	All subcommittee meetings and executive sessions shall comply with the Open Meeting Law.
	The Vice Mayor shall act as the person responsible for moving the screening, interview, and
	selection process forward.
	The subcommittee shall utilize the board or commission liaison, Vice Mayor, and other
	members to screen applications.
	The subcommittee shall make recommendations on appointments to the Mayor and Council.
	,
BC	ARD AND COMMISSION INFORMATION
	AN IDEAL CANDIDATE STATEMENT WILL BE ESTABLISHED FOR EACH BOARD
	AND COMMISSION BY THE STAFF LIAISON IN COLLABORATION WITH THE
	COUNCIL LIAISON. THE STATEMENT WILL BE PROVIDED TO THE CLERK'S
	OFFICE FOR THE WEBSITE.
	APPLICATION QUESTIONNAIRES WILL BE REVIEWED AND UPDATED
	ANNUALLY BY THE COUNCIL LIAISON AND STAFF LIAISON. UPDATED
	QUESTIONNAIRES WILL BE PROVIDED TO THE CLERK'S OFFICE.
	THE STAFF LIAISON WILL ANNUALLY REVIEW AND UPDATE BOARD AND
	COMMISSION INFORMATION CONTAINED ON THE WEBSITE. THE
	INFORMATION SHALL INCLUDE THE ROLE AND RESPONSIBILITY OF THE
	BOARD OR COMMISSION, IDEAL CANDIDATE STATEMENT, AND OTHER
	INFORMATION THAT MAY BE APPROPRIATE. UPDATED INFORMATION WILL BE
	PROVIDED TO THE CLERK'S OFFICE FOR THE WEBSITE.
Re	cruiting
	The Clerk's Office is responsible for coordination of the Boards and Commissions recruiting
	process.
	The recruitment process will begin 90 days in advance of term expirations, whenever
	possible, so the recruiting process is complete prior to term expirations.
	Existing members whose terms will expire will be contacted by the Clerk's Office to
	determine if they wish to be considered for reappointment.
	The Clerk's Office will prepare a notice of the opening to be placed on Gilbert's website; the
	notice will also be provided to the Public Information Office and local newspapers.
	On-line applications will be accepted on Gilbert's website; a paper application will be
	available at the Clerk's Office for those applicants that do not have web access.
	The Clerk's Office will notify existing members whose terms are expiring THAT WISH TO
	BE CONSIDERED FOR REAPPOINTMENT and residents that have requested to be

	notified of board or commission openings that applications are being accepted. Notification may be made by e-mail, letter, or phone.	
	Applications will generally be accepted for a two week period; a longer period may be used if necessary. No applications will be accepted after the closing date unless the recruitment is reopened.	
	Following the application closing date, the <i>Clerk's Office</i> shall notify applicants to confirm their application was received and that they will be notified of the status of their application as the process moves forward.	
Ser	reening	
	Following the closing date, the <i>Clerk's Office</i> shall assemble and distribute application packets containing copies of all applications and a ranking sheet(s).	
п	The <i>entire Council</i> will rank applications. then interview top candidates for the Planning	
_	Commission, Design Review Board, Redevelopment Commission, and the Parks, Recreation and Library Services Advisory Board. The entire Council will rank the applications for the	
	Public Safety Retirement Board, Environmental and Energy Conservation Advisory Board, Health Trust, Industrial Development Authority, Water Resources MPC, Human Relations,	
	Culture and Arts Promotion Commission, and Public Facilities MPC. The <i>Vice Mayor, Board or Commission Liaison</i> , and <i>interested Councilmembers</i> will conduct the interviews.	
	THE COUNCIL LIAISON WILL CONTACT THE STAFF LIAISON AND CHAIR TO DETERMINE IF THERE IS A PARTICULAR TYPE OF PERSON, EXPERTISE, OR SKILL SET NEEDED ON THE BOARD OR COMMISSION.	
	COUNCILMEMBERS MAY REACH OUT AND CALL APPLICANTS IF THEY HAVE QUESTIONS.	
	Designated seats will be recommended for appointment by the represented entity. Appointments will be placed on a Council Agenda and ratified by the <i>Council</i> .	
	Following the established due date for rankings, the <i>Clerk's Office</i> will record rankings to determine the overall ranking of applicants.	
Interview-COUNCIL REVIEW		
	The Vice Mayor coordinates a date/time for the subcommittee meeting with the Clerk's Office—PRIOR TO A REGULAR OR SPECIAL COUNCIL MEETING, THE CLERK'S	
	OFFICE WILL SCHEDULE AN EXECUTIVE SESSION FOR THE SUBCOMMITTEE TO REVIEW APPLICATIONS AND RANKINGS. EXECUTIVE SESSIONS SHALL BE	
\Box	SCHEDULED MONTHLY, QUARTERLY, OR AS APPROPRIATE. Interviews will be scheduled for the highest ranked applicants equal to two times the number	
u -	of vacant or expiring positions. In the event the rankings produce a tie, the Clerk's Office will	
	consult with the Vice Mayor to determine whether additional interviews should be scheduled	
	or if a second ranking of tied candidates should be requested. A minimum of five (5) working days prior to interviews THE EXECUTIVE SESSION, the	
J	Clerk's Office notifies ALL applicants selected for an interview that they may request their	
	interview DISCUSSIONS ON THEIR APPLICATION OCCUR in public meeting, prepares	
	an agenda for the subcommittee meeting (which includes an executive session for the purpose	
	of conducting interviews DISCUSSING APPLICATIONS AND RANKINGS), and posts the	
	agenda.	

₽-	Clerk's Office prepares standard letters notifying applicants not selected for an interview.
	This letter is to be mailed immediately after applicants to be interviewed have been selected.
	If an applicant desires to be interviewed HAVE DISCUSSIONS ON THEIR APPLICATION
	in public meeting, the applicant must notify the Clerk's Office prior to the deadline indicated
	in the notice. Clerk's Office amends the subcommittee agenda and re-posts subcommittee
	agenda in accordance with Open Meeting Law.
	The Clerk's Office distributes copies of applications for applicants selected for an interview
	and-posts an agenda for the subcommittee meeting.
	The number of open positions and incumbents will be provided to the subcommittee.
	Vice Mayor, Board/Commission Liaison, or first available member unlocks at least one of
	the front doors to the Municipal Center, if necessary, prior to the start of the Executive
	Session and locks the doors following adjournment of the Executive Session. A key will be
	maintained in the Mayor and Council Office.
	Subcommittee meets in public and/or executive session and interviews candidates—TO
	DISCUSS APPLICATIONS AND RANKINGS and identifies applicants to be recommended
	to the Mayor and Council, OR REQUESTS THAT INTERVIEWS BE SCHEDULED.
	Vice Mayor records information for minutes and provides to the Clerk's Office.
	Clerk's Office prepares and processes meeting minutes.
	IF COUNCIL REQUESTS THAT INTERVIEWS BE SCHEDULED:
	1) A MINIMUM OF FIVE (5) WORKING DAYS PRIOR TO INTERVIEWS, THE
	CLERK'S OFFICE NOTIFIES ALL APPLICANTS SELECTED FOR AN INTERVIEW
	THAT THEY MAY REQUEST THEIR INTERVIEW OCCUR IN PUBLIC MEETING,
	PREPARES AN AGENDA FOR THE SUBCOMMITTEE MEETING WHICH
	INCLUDES AN EXECUTIVE SESSION FOR THE PURPOSE OF CONDUCTING

2) THE CLERK'S OFFICE PREPARES STANDARD LETTERS NOTIFYING APPLICANTS NOT SELECTED FOR AN INTERVIEW. THIS LETTER MAILED IMMEDIATELY AFTER APPLICANTS TO BE INTERVIEWED HAVE BEEN IDENTIFIED.

Selection

- a) Clerk's Office prepares Council Communication for appointments.:

 1) In the event the subcommittee is conducting interviews prior to a Regular Council Meeting, the item will be placed on the agenda to allow Council consideration and action that evening.
 - 2) If the subcommittee is conducting interviews on a day other than a Regular Council Meeting, the item will be placed on the next Regular Council Meeting Agenda for Council consideration and action.
- b) Clerk's Office prepares standard letters notifying applicants that were not selected.

INTERVIEWS, AND POSTS THE AGENDA; AND

c) Clerk's Office prepares standard letters notifying applicants of appointment and schedules NOTIFIES THE STAFF LIAISON THAT the member SHOULD BE SCHEDULED to take an Oath of Office at the next available Council meeting A MEETING OF THE BOARD OR COMMISSION.